



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO 1326.7D  
MMEA  
14 Aug 97

MARINE CORPS ORDER 1326.7D

From: Commandant of the Marine Corps  
To: Distribution List

Subj: SELECTION AND SCREENING CRITERIA FOR MARINES ASSIGNED TO  
MARINE HELICOPTER SQUADRON ONE (HMX-1)

Encl: (1) Screening Guide  
(2) HMX-1 Applicant Screening/Interview Form  
(3) Pilot Qualification Form

1. Purpose. To establish assignment criteria and to issue instructions relative to the selection and screening of Marines for duty with HMX-1.

2. Cancellation. MCO 1326.7C.

3. Information

a. HMX-1 is the designated Presidential helicopter support squadron based at Quantico, Virginia. Secondary missions include administrative support for Headquarters, Marine Corps in and around the Washington, DC area; administrative and tactical support for the Marine Corps Combat Development Command; operational test and evaluation of rotary wing aircraft; and search and rescue/medical evacuation for the local area.

b. Marines from various military occupational specialties can expect to be screened for duty with HMX-1. The experience gained from such an assignment can make a meaningful contribution to a Marine's career development pattern. The normal tour length is four years, but the Commandant of the Marine Corps (CMC) (MMA/MMEA) retains authority to reduce or extend the tour length when necessary.

c. Enlisted Marines are normally selected for HMX-1 by CMC (MMEA). Officers are normally selected for HMX-1 based on recommendations provided by the Commanding Officer, HMX-1 to the CMC (MMA). Because the assignment is one of high visibility and great responsibility, all Marines assigned to HMX-1 must meet specific and very stringent criteria. Commanders are charged with the evaluation and screening of Marines to determine their initial qualification for the assignment.

d. Enclosures (1) through (3) provide criteria, and are to be used as a guide for commanders in screening Marines for duty with HMX-1. Upon receipt of notification that a Marine is pending orders to HMX-1, commanders will follow the procedures set forth in the following paragraphs.

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distribution is unlimited.

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#### 4. Screening

a. The purpose of an in-depth personnel screening is to ensure that Marines meet the criteria for assignment to HMX-1 and can withstand a rigid, extensive, and comprehensive Single-Scope Background Investigation (SSBI). The determination of individual suitability is a subjective and judgmental decision based on current Secretary of the Navy and Office of the Secretary of Defense guidance. While the squadron seldom deviates from the published criteria, it does look for the most suitable individual, not just someone qualified to fill a billet requirement. Specific guidance may be obtained by calling the HMX-1 Security Administration/Counterintelligence section at DSN 278-4893/4953 or COML (703) 784-4893/4953. Direct FAX available at DSN 278-2919 or COML (703) 784-2919.

b. Initial screening of Marines for HMX-1 duty is the responsibility of the Commanding Officer who has access to the Marine's service and health records. The Screening Guide, enclosure (1), contains basic eligibility requirements. It should be reviewed to ensure that the Marine is generally suited for duty with HMX-1.

c. If deemed suitable for assignment, the HMX-1 Applicant Screening/Interview Form, enclosure (2), will be used to determine whether a Marine is qualified for duty with HMX-1. Pilot applicants must also complete the Pilot Qualification Form, enclosure (3). Both may be reproduced locally. Candidates for assignment must fill out these enclosures completely and accurately. Further screening, to include an interview by local Counterintelligence (CI) personnel, will be conducted to determine if the individual can withstand a comprehensive SSBI. (A SSBI will not be initiated during the screening process.) Enclosure (2) will be used as a guide by which CI personnel conduct their screening. If CI personnel are not available, the Commanding Officer will conduct the screening. Additionally, the HMX-1 Fleet Information Team will provide counterintelligence personnel to conduct personal interviews during their annual information/screening trips.

d. The Commanding Officer will ensure that the results of these screenings are forwarded to HMX-1 Security Administration section within 30 days of receipt of message, or Automated Orders Writing Process (AOWP) orders utilizing the FAX/telephone numbers and address provided in Paragraph 5. The pilot qualification form will be forwarded to the HMX-1 Adjutant.

e. If the Marine is found unqualified for assignment, contact CMC (MMOA/MMEA) via message within five (5) days stating SNM is unqualified for duty with HMX-1, upon which the Marine will be reassigned.

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## 5. Application/Nominations

a. Individuals may request assignment to HMX-1 via Administrative Action (AA) Form. These applications are accepted on a continuing basis from qualified personnel and should be submitted to the CMC (MMOA/MMEA) via the chain of command.

b. To the maximum extent possible, Marines nominated for duty with HMX-1 should be identified between 6 to 12 months in advance. This will allow sufficient time for processing the required SSBI.

c. Direct liaison is authorized between unit commanders and HMX-1 for questions regarding suitability for assignment. The HMX-1 Adjutant can be reached at DSN 278-2421/2/3/4; Security Administration at DSN 278-4893/4953 or at COML (703) 784-4953. Direct FAX available at DSN 278-2919 or COML (703) 784-2919.

d. The mailing address for Security Administration is:  
Commanding Officer, HMX-1 ATTN: SECURITY ADMINISTRATION, 2102  
Rowell Road, Quantico, VA 22134-5064.

6. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.



R. M. Flanagan  
By direction

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7000093/8145005 (2)  
7000099,144/8145001 (1)

SUMMARY OF CHANGES TO MCO 1326.7C

1. Addresses both Enlisted and Officer Marines.
2. Enclosure (2) has been reformatted and updated.
  - a. Enclosure (2), General Service Privacy Act Statement, was deleted and incorporated with Enclosure (3), HMX-1 Applicant Screening Form, into Enclosure (2), HMX-1 Applicant Screening/Interview Form.
3. Added Pilot Qualification Form as enclosure (3).
4. Enclosure (4), General Information, has been deleted and incorporated into paragraphs 3 and 4.
5. Emphasized the local C.O.'s responsibility.
6. Updated phone numbers and included FAX number.
7. Deleted requirement for SF-86 Form prior to detaching.
8. Deleted requirement for Raised Seal Birth Certificate prior to detaching.
9. Deleted requirement for Single-Scope Background Investigation (SSBI) during the screening process.
10. Added procedures if SNM is found unqualified for duty with HMX-1.

**SCREENING GUIDE**

<u>PREREQUISITES</u>	<u>REMARKS</u>
PFC - Maj	All grades and experience levels are considered, married or single.
Volunteer	Volunteers are preferred, but not mandatory.
Medically fit for duty	Marines must be able to perform all duties in their PMOS. Volunteers for flight duty must meet aviation physical requirements for such assignment.
24 months remaining on current contract	Due to the extended training period in the squadron and clearance requirements, this period of time will not be curtailed.
Weight in proportion to height/project a neat military appearance	Due to the mission, a Marine must maintain the very best of military appearance and bearing while on, and off duty.
Satisfactory performance of current duty (per MCO P1000.6_, ACTS Manual)	Demonstrated performance on the job is a key factor in determining a Marine's suitability for assignment.
Must be a U.S. citizen	This includes spouse, and immediate family.
Crew Chief MOS's 6172/3/4	Must be volunteers for assignment to flight duty and be first class swimmers.
Pilots	Must meet the flight time and qualifications set forth in Enclosure (3).

ENCLOSURE (1)

1. **FOREIGN CONNECTIONS:** The questions within this section pertain to you and all members of your immediate family (parents, siblings, spouse, children).

	YES	NO
a. Are you a U.S. citizen?		
b. Have you attained U.S. citizenship other than by birth?		
c. Were you or any members of your immediate family born outside the U.S.?		
d. Have you ever had relatives living outside the U.S. on other than official U.S. government business?		
e. Have you ever lived with a foreign national?		
f. Have you ever maintained personal relationships with, or of affection, obligation, or kinship to any one individual who is not a U.S. citizen?		
g. Have you ever had any financial interests, holdings, or dealings with a foreign owned business or individual?		
h. Have you ever owned property or had a bank account in a foreign country?		
i. Have you ever provided financial support to anyone who is not a U.S. citizen?		
j. Have you ever traveled outside of the U.S. on other than official U.S. government business?		
k. Have you ever performed work for, or received compensation from a foreign owned or controlled business or individual?		
l. Have you ever received benefits, financial assistance, gifts or cash from a citizen of a foreign country or from the government of a foreign country?		
m. Have you ever had contact with a foreign government, its embassies, consulates or representatives, for any reason other than Visa inquiries or official U.S. government business?		
n. Have you ever associated or maintained contact with, or worked for a foreign government or interest, or with any foreign intelligence or security service?		
o. Have you ever served in the armed forces of a foreign country, or given volunteer service or been employed as a foreign government employee or contractor?		

REMARKS:

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# **HMX-1 APPLICANT SCREENING/INTERVIEW FORM**

LAST NAME:		FIRST NAME:		M.I.:	
RANK:	SSN:	MOS:	DOB:	POB:	CITIZENSHIP:

**PRIVACY ACT OF 1974 (ADVISEMENT STATEMENT):** The authority for requesting the following information is 10 U.S.C. 3013, and Executive Orders 10450, 11652 and 9397. The requested information will be used in making security determinations, granting access to classified information, and making personnel management decisions. Routine uses include determining the scope and coverage of a personnel security investigation, checking investigative leads to assure completeness of the investigation, and providing evaluators and/or adjudicators with basic personal history information relevant to security and suitability. Information may be disclosed to Federal or other Government agencies and administrative personnel involved in processing actions that evolve during the course of these determinations. **COMPLETION OF THIS FORM IS VOLUNTARY.** Failure on your part to furnish all or part of the requested information may result in non-selection for assignment to Marine Helicopter Squadron 1 (HMX-1), and your suitability to hold a security clearance.

**GENERAL INFORMATION CONCERNING THIS FORM:** Completion of this questionnaire represents an initial security screening by representatives of HMX-1. If favorably reviewed, additional security screening will follow, including a detailed Signal Scope Background and Investigation (SSBI) conducted by the Defense Investigative Service (DIS). This investigation encompasses extensive checks with appropriate law enforcement agencies, credit and financial institutions, school teachers and administrators, friends, neighbors, employers and other persons who may be willing to provide information concerning you. Upon completion of all screening and investigations, a determination will be made concerning your eligibility for Presidential Support Duty (PSD). All questions should be answered honestly and completely, regardless of whether you may have been told that any of your records have been sealed or expunged. Falsification or misrepresentation of any facts on this questionnaire may result in denial of assignment to PSD, denial or revocation of a security clearance or access to sensitive information, or possible separation from the military service. **ANY ADVICE YOU MAY HAVE RECEIVED CONCERNING THE WITHHOLDING OF REQUESTED OR APPLICABLE INFORMATION SHOULD BE DISREGARDED.** It is in your best interests to complete all questions honestly and accurately on the attached pages by circling the appropriate "YES" or "NO" response. If you answer "YES" to any question, fully explain your answer in the corresponding Remarks section.

**CERTIFICATION:** Line out whichever of the following does not apply: 1) I have read and understand the above two statements and wish to proceed with the interview; OR 2) I do not wish to proceed with the interview.

\_\_\_\_\_  
(APPLICANT SIGNATURE & DATE)

\_\_\_\_\_  
(INTERVIEWER SIGNATURE & DATE)

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NAVMC 11338 (12-96) (EF)  
SN: 0109-LF-067-1000 U/I: 25 PER PG

Designed Using FormFlow, HQMC/ARAE Dec 1

family (parents, siblings, spouse, children).

	YES	NO
a. Are you a U.S. citizen?		
b. Have you attained U.S. citizenship other than by birth?		
c. Were you or any members of your immediate family born outside the U.S.?		
d. Have you ever had relatives living outside the U.S. on other than official U.S. government business?		
e. Have you ever lived with a foreign national?		
f. Have you ever maintained personal relationships, ties of affection, obligation, or kinship to any one individual who is not a U.S. citizen?		
g. Have you ever had any financial interests, credits, or dealings with a foreign owned business or individual?		
h. Have you ever owned property or had a bank account in a foreign country?		
i. Have you ever provided financial support to anyone who is not a U.S. citizen?		
j. Have you ever traveled outside of the U.S. on other than official U.S. government business?		
k. Have you ever performed work for, or received compensation from a foreign owned or controlled business or individual?		
l. Have you ever received benefits, financial assistance, gifts or cash from a citizen of a foreign country or from the government of a foreign country?		
m. Have you ever had contact with a foreign government, its embassies, consulates or representatives, for any reason other than Visa inquiries or official U.S. government business?		
n. Have you ever associated or maintained contact with, or worked for a foreign government or interest, or with any foreign intelligence or security service?		
o. Have you ever served in the armed forces of a foreign country, or given volunteer service or been employed as a foreign government employee or contractor?		

REMARKS:



2. SUBSTANCE ABUSE

	YES	NO
a. Have you ever tested positive on any test for drugs or other illegal substances?		
b. Have you ever used any legally prescribed medication in a manner not consistent with the prescription?		
c. Have you ever illegally experimented with, used, possessed, transported, grown, produced, bought or sold any of the following substances:		
1) Marijuana or THC?		
2) Barbiturates?		
3) Hashish?		
4) Cocaine, crack, or heroin?		
5) Amphetamines?		
6) Hallucinogens (LSD, STP, PCP, etc.)?		
7) Opium?		
8) Steroids?		
9) Any synthetic or cure-type drugs such as methadone?		
10) Any narcotic, sedative, stimulant, tranquilizer, antidepressant, glue, gas, solvent, etc.?		
11) Any other habit forming, dangerous or illegal drug or substance?		
d. If you answered "YES" to any of the above questions, has your involvement with those substances resulted in any of the following:		
1) Medical treatment?		
2) Hospitalization?		
3) Employment problems?		
4) Counseling?		
5) Educational problems?		
6) Detainment and/or questioning by any civilian law enforcement agency?		
7) Detainment and/or questioning by any military authority?		

REMARKS:

3. ALCOHOL ABUSE

	YES	NO
a. Do you drink alcohol beverages?		
b. Have you ever been drunk?		
c. Have you ever passed-out from too much drinking?		
d. Have you ever experienced memory loss after drinking?		
e. Have you ever been cautioned to cut down on your drinking?		
f. Have you ever arrived at work while still under the influence of alcohol?		
g. Have you ever been investigated, detained, arrested, or convicted for any offense related to your use of alcoholic beverages?		
h. Has your use of alcohol ever resulted in incidents related to fighting, child or spouse abuse, or other confrontations with family, friends, or others?		
i. Have you ever refused medical treatment or counseling which was ordered or recommended by competent authority as a result of your use of alcohol?		
j. Has your use or involvement with alcohol ever resulted in any of the following:		
1) Medical treatment?		
2) Hospitalization?		
3) Employment problems?		
4) Counseling?		
5) Educational problems?		
6) Detainment and/or questioning by any civilian law enforcement agency?		
7) Detainment and/or questioning by any military authority?		
8) A DUI/DWI charge or conviction?		
k. Have you ever illegally manufactured, purchased, used, transported or sold alcoholic beverages?		

REMARKS:

#### 4. CRIMINAL HISTORY

	YES	NO
a. Have you ever been questioned, detained, held, cited, charged, or arrested by any law enforcement or juvenile authority (to include traffic offenses), regardless of whether the citation was dropped, dismissed, or you were found not guilty?		
b. Have you ever been convicted, fined, confined, forfeited bond, or required to appear in court for any reason, regardless of whether the record in your case was sealed, expunged, or otherwise stricken?		
c. Have you ever been awarded parole, probation, suspended sentence or participation in a rehabilitation program or are you currently awaiting action on any charges against you?		
d. Have you ever received disciplinary action under the Uniform Code of Military Justice?		
e. Have you ever engaged in trespassing, vandalism or violence?		
f. Have you ever been charged with income tax evasion or failure to file?		
g. Have you ever had your driver's license suspended or revoked?		
h. Have you declined to list any arrests or convictions because you were told by a judge, attorney or any other person that your record would be expunged?		
i. Have you ever been expelled or suspended from school for any reason?		
j. Have you ever engaged in black market activities?		
k. Have you ever been investigated by any Federal government agency?		
l. Have you ever been the subject of a UCMJ investigative inquiry?		
m. Do you maintain personal relationships or other associations with any persons you know or suspect to be involved in criminal activities?		

REMARKS:

6. MENTAL AND EMOTIONAL HEALTH

	YES	NO
a. Have you ever experienced any of the following:		
1) Nervous problems?		
2) Mental problems?		
3) Emotional problems?		
4) Behavioral problems?		
5) Personality disorder?		
6) Suicidal tendencies?		
7) Physical abuse?		
8) Mental abuse?		
b. Have you ever been diagnosed as having any of the disorders or illness' listed above?		
c. Have you ever consulted with, or been evaluated or treated by a psychiatrist, psychologist, mental health professional, social worker or other such medical authority?		
d. Have you ever refused to be treated by a psychiatrist, psychologist, mental health professional, social worker, or other such medical authority when directed by competent authority?		
e. Have you ever refused to furnish medical information to, or allow medical information to be obtained by, competent medical authority?		
f. Have you ever attempted suicide?		
g. Have you ever been hospitalized, or received outpatient treatment for emotional exhaustion, or breakdown or for any behavior caused by mental or emotional problems?		

REMARKS:

**7. MORAL CHARACTER**

	YES	NO
a. Have you ever been involved in or accused of any of the following:		
1) Child molestation?		
2) Adultery?		
3) Statutory rape?		
4) Indecent exposure?		
5) Child or spouse abuse?		
6) Prostitution?		
7) Sexual harassment?		
8) Sexual abuse?		
b. Have you ever engaged in any conduct which could embarrass you or your family, or for which you could be blackmailed, if such conduct were uncovered?		

**8. EMPLOYMENT HISTORY**

	YES	NO
a. Have you ever left any employment under less than favorable circumstances?		
b. Have you ever been fired or removed from any job?		
c. Have you ever quit a job to avoid being fired?		
d. Have you ever been relieved from a duty position?		
e. Have you ever had any problems with employers or supervisors?		
f. Have you ever had any problems with employees or co-workers?		

REMARKS:
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	YES	NO
g. Have you ever had any job where you would not be eligible for rehire?		
h. Have you ever received disciplinary action (e.g., demotion, transfer, reassignment) for any job related misconduct?		
i. Have you ever received a formal written or verbal counseling from supervisors indicating that your work performance or conduct were unsatisfactory?		
j. Have you ever received any unfavorable actions based on an unsatisfactory efficiency report?		
k. Have you ever had any previous employers, supervisors or subordinates who might not recommend you for a position of trust and responsibility with the U.S. government?		
l. Have you ever been denied enlistment in, rejected for, or discharged from any branch of the armed forces for reasons other than expiration of a term of service?		

9. MEMBERSHIP AND SUPPORT

	YES	NO
a. Have you ever advocated the use of force or violence to overthrow the U.S. government or alter our constitutional form of government?		
b. Have you ever been a member of any organization or group which advocates the use of force or violence to overthrow the U.S. government or alter our constitutional form of government?		
c. Have you ever advocated the use of force or violence to prevent others from exercising their rights under the Constitution or laws of the U.S. or any state?		
d. Have you ever been a member of any organization or group that advocates the use of force or violence to prevent others from exercising their rights under the Constitution or laws of the U.S. or any state?		
e. Have you ever committed any action that could cause someone to question your loyalty to the U.S. or our constitutional form of government?		
f. Have you ever participated in any unlawful protest, riot, or public demonstration?		
g. Have you ever been a conscientious objector?		

REMARKS:

10. SECURITY BACKGROUND

	YES	NO
a. Have you ever held a security clearance with any branch of the U.S. government or any civilian contractor?		
b. Have you ever granted access to classified information?		
c. Have you ever been subjected to a polygraph examination?		
d. Have you ever been denied or had a security clearance or access revoked or suspended?		
e. Have you ever knowingly or unknowingly disclosed any classified information to unauthorized persons?		
f. Have you ever knowingly or unknowingly violated any regulation pertaining to the security of classified information?		
g. Have you ever been investigated or suspected of compromising classified information?		
h. Have you ever been the subject of any inquiry involving the loss, compromise, or mishandling of classified material which was under your control?		
i. Have you ever been approached by any agents or representatives of a foreign government to provide information for which they are not authorized?		
j. Have you ever engaged in espionage or sabotage activities?		
k. Have you ever been approached by anyone to engage in espionage or sabotage activities?		
l. Have you ever received any advice from any person, whether directly, indirectly, or implicitly, to withhold any information as it pertains to illegal or security related activities?		
m. Have you ever misinformed, deceived, or withheld any background information from recruiters, investigators, security personnel, or any other employers?		
n. Have you ever been interviewed by the Defense Investigative Service?		
o. Have you ever provided false, incorrect, or misleading information to any investigator?		
p. Have you ever falsified official or unofficial documents regarding your involvement in illegal or questionable activities?		

REMARKS:

11. MISCELLANEOUS

	YES	NO
a. Have you ever participated in any illegal or questionable activity not specifically asked in this questionnaire?		
b. Do you think that anyone might deliberately make a false or damaging statement about you?		
c. Can you think of any other information or events in your life which might have a bearing on your eligibility for assignment to Presidential Support Duties?		
d. Would you refuse to take a polygraph examination to clarify any issues which might arise during the conduct or a background investigation?		
e. Do you volunteer for assignment to Presidential Support Duties?		
f. Have you answered all of the above questions honestly, completely, and to the best of your ability?		
g. Have you ever been previously assigned to Presidential Support Duties?		

12. COMMENTS: Is there anything else that you think of which might have a bearing on your suitability for assignment to Presidential Support Duties? Please explain in the space provided below:

REMARKS:



PILOT QUALIFICATION  
 NAVMC 11339 (12-96) (EF)  
 SN: 0109-LF-067-1100 U/I: 25 SH PER PD

NAME						NATIONALITY:			
SSN		MOS:		GRADE:		DOR:		SELECTED GRADE:	
DCTB:	EAS:	DAUSDR:	HT:	WEIGHT:	RTD:	MARTIAL STATUS:		NO. OF DEPNS:	
HOME ADDRESS:							HOME PHONE:		
UNIT ADDRESS:									
WORK PHONE/DSN:				FAX:			COM:		
FLIGHT TIME									
TOTAL:		HELO TIME BY TYPE				NVG TIME:			
TOTAL HELO:						LAST SWIM QUAL:			
FLIGHT DESIGNATIONS:						DATE/TYPE LAST INSTRUMENT CHECK:			
DEPLOYMENTS:									
PREVIOUS DUTY ASSIGNMENTS (CHRONOLOGICAL ORDER)									
BILLET		TIME PERIOD		OIC/REPORTING SENIOR			CO		
		- PRESENT							

BRIEFLY DESCRIBE WHY YOU ARE A VOLUNTEER FOR HMX-1:

1. IS THERE ANYTHING IN YOUR BACKGROUND WHICH CAUSES YOU TO BELIEVE THAT YOU AND YOUR WIFE WOULD NOT BE ABLE TO SUCCESSFULLY COMPLETE A RIGID BACKGROUND INVESTIGATION? RIGID MEANS THAT TRAINED INVESTIGATORS WILL LOOK INTO ALL ASPECTS OF YOUR PERSONAL HISTORY WITH NO LIMITS PLACED ON HOW FAR BACK IN TIME THEY WILL LOOK?

☐ YES

☐ NO

2. HAVE YOU EVER BEEN INVOLVED (EITHER AS PILOT IN COMMAND, PILOT AT CONTROLS, OR WINGMAN) IN AN AIRCRAFT INCIDENT OR ACCIDENT?

☐ YES

☐ NO

IF YES, BRIEFLY DESCRIBE THE INCIDENT:

**SAMPLE**

SIGNATURE:

DATE:

REMEMBER, THIS VOLUNTEER SHEET IS THE BASIC DOCUMENT FOR YOUR SELECTION TO THE SQUADRON. IF YOUR QUALIFICATIONS, JOB, OR MAILING ADDRESS CHANGE, UPDATE THEM BY CALLING THE **ADJUTANT**, HMX-1, DSN 278-2421/22/23. PLEASE **DO NOT CONTACT** HMX-1 INQUIRING ABOUT YOUR SELECTION STATUS. SELECTION NOTIFICATION WILL BE MADE VIA YOUR MONITOR.